**Instructions for Authors**

Karolinum Press

**1. Text format**

We accept the following text formats: \*.docx, or \*.doc

In order to accelerate the ensuing typesetting work, please adhere to the following:

• Do not use indentation, use left align only.

• To indicate the end of a paragraph, use the enter key, do not use the tabulator or several spaces.

• Do not use the word break option.

• Use the following type faces: Times New Roman or Arial (or Cambria/Calibri in Word 2007 and more recent versions of Word), font size 12, line spacing 1.5.

When structuring the text, use a consistent hierarchy for chapter titles, distinguishing individual levels using MS Word styles (bold type or italics, or by size) or numbers (with decimal points). Unless absolutely necessary, please do not use more then three levels of chapter titles.

Use pagination throughout the text, marking where illustrations and tables should be inserted into the text.

To make marks in the text, you may use *italics*, and in justified cases also **bold** type. However, refrain from using double-spaced type (both manually double spaced and using the MS Word formatting for this). If possible, do not use underlined or bold italics formatting. When making marks in the text using capital and small capital letters, use the corresponding MS Word styles.

Characters that cannot be typed or inserted using the “insert symbol” function must be “substituted”, that is, the author is required to assign each such character a unique character string and when submitting the manuscript, supply a table of such substitutions (e.g., “\*a” [in the manuscript] = “ā” [in the typeset text]).

If the text contains numerous sections written in character sets other than latin (such as Greek and oriental languages), the author is required to contact the editorial staff in advance.

For notes in the text, please use the standard MS Word footnote feature. Make sure there are no manually inserted footnotes (using the superscript).

For equations, use the Equation Editor or MathType.

Do not insert the following into the manuscript:

– illustrations,

– symbols (arrows, lines and borders before and after paragraphs and so on), colours, shading, borders, background print and other textual effects,

– non-textual items (floating text boxes and so on),

– colour highlights, comments, track changes and other “editing” functions.

**Tables**

When making tables, please use the MS Word table editor. Use simple formatting (black lines, a single type of lines, text formatting). Do not use shadow or several types of lines. If you have special requirements for the table format, specify it next to the table in the printed version of the manuscript.

In the manuscript, place the table in the same place where it is supposed to be in the book, or submit it in a separate file (e.g., Tab1.doc), indicating its place in the text, for example, <<Tab1.doc>>. Submit any tables made in MS Excel as individual files.

**Illustrations**

Submit any illustrations in a form that may be reproduced by scanning, or in an electronic format.

These are the required formats and resolution for illustrations submitted in electronic format (illustrations should be uncompressed):

• charts, flow charts and diagrams should be supplied in vector formats (\*.eps, \*.ai, or high quality \*.pdf);

(Create charts in MS Word/Excel (black-and-white) editor formats, in a vector format (\*.pdf, \*.eps) or submit them in a hand-drawn format for the typesetter. (Charts supplied in the Excel format must contain all data; for example, charts downloaded from the internet are not sufficient for publishing.) Supply charts as individual files (e.g., Chart1.doc, Chart1.xls), indicating their place in the text, for example, <<Chart1.doc>>.)

• bitmap illustrations (photographs, monochromatic illustrations, etc): \*.tiff, \*.jpg formats with the minimum possible compression (or possibly as \*.pdf with inserted fonts and illustrations in the print quality); resolution (for 1 : 1 size) 300 dpi for photographs, 1200 dpi for monochromatic illustrations (pen and ink drawings) or chart and diagrams, if for substantiated reasons they cannot be submitted in vector format.

Never insert illustrations directly into the text as MS Word degrades them irreparably; illustrations for scanning should be marked using numbers (Scan01, Scan02), name all electronic files in a uniform manner (Fig1.tif, Fig2.tif, etc.), marking the place where they should be inserted in the text in the printed manuscript.

**Bibliography, indexes and supplements**

Make sure all documents have a uniform format.

Discuss the method of creating indexes with our editorial staff.

When compiling the bibliography, follow the format used in the relevant periodical or series, or contact our editorial staff. Please pay special care to maintaining a uniform format and the clarity of bibliographical items.

**2. Proofreading and Editing**

Unless agreed otherwise with the Karolinum Press editorial staff, proofreading and editing is expected to be done on paper using standard proofreader’s marks (Czech style to be found here: http://www.typo.cz/wp-content/uploads/2009/09/korektorske-znacky.pdf; English style: http://www.chicagomanualofstyle.org/tools\_proof.html or http://www.merriam-webster.com/mw/table/proofrea.htm). Proofreader’s marks must be readable and done in colours that are readily distinguished from the colour of the printed text (e.g., in red or green). Do not use pencil.

The purpose of proofreading is to check that the typeset text has been converted correctly and fully from the manuscript into the book or journal format. Proofreading is not intended for significant changes to the content without prior agreement with the editorial staff.